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OL/PPG

PPG

30 September 1988

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL

FROM:

Chief, Printing and Photography Group, OL

SUBJECT: Fourth Quarter FY-88 Objectives

Attached are the Fourth Quarter milestone charts for the Office of Logistics, Printing and Photography Group, FY-1988. If you have any questions or require additional information, please contact Al

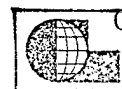
Attachments

OL/P&PG/PP&SS

(30Sep88)

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- Orig - Addressee w/atts
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OL 11078-88

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MBO-1

I. ACCOMPLISHMENTS THIS PERIOD:

A commercial software package, which came the closest to meeting P&PG's requirements for job scheduling, was reviewed and tested during this quarter. Although the results were unacceptable, the software did present some techniques which will be useful in future applications. At this time, an ongoing study is deemed appropriate and will be included in P&PG's proposed group-wide ADP study which will address such topics as LANS and planning software. The results of this study will be key to any changes in P&PG's ADP systems and will directly impact upon this project.

II. PROBLEMS ENCOUNTERED:

The package tested had internal processing problems which occasionally locked-up the computer. Also, its format could not be fully integrated into P&PG's system. The development of automated planning for printing jobs will continue but requires additional time as it hinges on the future direction of ADP with P&PG.

III. PLANS FOR NEXT PERIOD:

This MBO is being merged with the ADP Objectives of FY-89.

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MBO-1

## DIVISION LEVEL

Office: DDA/OL/P&PD  
 Objective Statement: Develop system for automated planning of printing jobs  
 Responsible Officer:   
 Significant Funding Amount: \$20,000.00  
 Quarter Ending: 30 SEP 1988

0 - Scheduled  
 X - Actual

25X1

FY 88

| ACTION PLANNED                          | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |     | Quarter 4 |     |     |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
|   | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN | JUL       | AUG | SEP |
| 1. Conduct feasibility study.           |           |     |     | 0         |     |     |           | 0   |     |           | 0   |     |
| 2. Prepare requirements document.       |           |     |     |           |     | 0   |           |     |     | 0         |     | 0   |
| 3. Prepare project proposal.            |           |     |     |           |     |     | 0         |     |     |           | 0   | 0   |
| 4. Design, code, and test system        |           |     |     |           |     |     |           |     |     |           | 0   | 0   |
| 5. Implement automated planning system. |           |     |     |           |     |     |           |     |     |           |     | 0   |

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MBO-2

I. ACCOMPLISHMENTS THIS REPORTING PERIOD:

Progress is at a temporary standstill due to the delay caused by the current renovation of the northeast wing of the Printing and Photography Building.

II. PROBLEMS ENCOUNTERED:

No new problems were encountered due to the above mentioned delay.

III. PLANS FOR NEXT PERIOD:

This MBO is not complete and should be continued into FY-89. The contingency plan (videocassette players stationed at all viewing points supplied with replicated copies of tapes until WSTD-TV is totally operational) can be implemented as soon as the conference room is renovated. The entire closed-circuit television system can be made operational within six weeks after work on the building is complete.

MBO-2

SECRET

## OFFICE LEVEL

Office: DDA/OL/P&PG  
 Objective Statement: Implement closed circuit television in P&PD.  
 Responsible Officer: [REDACTED]  
 Significant Funding Amount: \$21,000.00 FY 88  
 Quarter Ending: 30 SEPT 1988

0 - Scheduled  
 X - Actual

| ACTION PLANNED   | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |       | Quarter 4 |       |       |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-------|-----------|-------|-------|
|  | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN   | JUL       | AUG   | SEP   |
| 1. Submit Formal Plan for WVTD-TV (closed circuit television system in P&PD) including scope, management and technical drawings to Division Management for approval. | OX        |     |     |           |     |     |           |     |       |           |       |       |
| 2. Prepared refined technical specifications and equipment requisitions.   | OX        |     |     |           |     |     |           |     |       |           |       |       |
| 3. Procure hardware and expendable supplies for this project.  |           |     |     | 0--       |     |     | --0--     |     | X     |           |       |       |
| 4. Coordinate installation plans with P&PD Maintenance and Motion Picture/Television Staffs.   | OX        |     |     |           |     |     |           |     |       |           |       |       |
| 5. Install and test WVTD-TV.   |           |     |     | 0--       |     |     |           |     | --0-- |           |       | --0-- |
| 6. Prepare a WVTV-TV operator's manual.  |           |     |     | 0--       |     |     |           |     |       |           | --0-- |       |
| 7. Conduct operator training session (s).  |           |     |     | 0--       |     |     |           |     | --0-- |           |       | --0-- |
| 8. Begin WVTV-TV operation.  |           |     |     | 0--       |     |     |           |     | --0-- |           |       | --0-- |

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MBO-3

I. ACCOMPLISHMENTS THIS REPORTING PERIOD:

STAT This MBO has addressed all planned action during this fiscal year and can be considered completed. However, the Headquarters Notice announcing the P&PG role in Agency desktop publishing (DTP) has been cancelled because many Agency components have invested large amounts of time and manpower in existing desktop publishing systems and neither need nor desire another step in the procurement process. As a result, the scope of P&PG involvement in DTP has been revised to include a consultative responsibility only. As an adjunct, the planned changes to [ ] addressing DTP are unnecessary; future DTP consulting services are currently addressed in the existing HR. Most of the hardware and software which was ordered to create DTP testing and evaluation platforms has been received in P&PG. The installation and resulting IOC of these platforms will take place upon completion of current renovations in the P&PG building.

II. PROBLEMS ENCOUNTERED:

A minor problem was the slow delivery of hardware and software ordered from outside vendors.

III. PLANS FOR NEXT PERIOD:

Although this MBO is complete, P&PG will install three separate DTP platforms, during the first quarter of FY-89, for the testing and evaluation of Agency-wide applications impacting on Group support. The training of an in-house DTP consultant will continue to insure state-of-the-art consultative support to Agency components.

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## DIRECTORATE LEVEL

MBO-3

Responsible Office: DDA/OL/P&PG  
 Objective Statement: Establish Approval/Control Mechanism for Desktop Publishing  
 Responsible Officer:   
 Significant Funding Amount: \$75,000 FY 88  
 Quarter Ending: 30 SEP 1988

O - Scheduled  
 X - Actual

| ACTION PLANNED   | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |     | Quarter 4 |     |     |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
|  | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN | JUL       | AUG | SEP |
| 1. PREPARE P&PG POSITION PAPER & OBTAIN APPROVALS.               |           |     | X   |           | O   |     |           |     |     |           |     |     |
| 2. SET UP APPROVAL MECHANISM FOR DESKTOP PUBLISHING              |           |     |     | X         |     |     |           |     |     |           | O   |     |
| 3. UPDATE <input type="text"/> TO REFLECT TECHNICAL COGNIZANCE   |           |     |     | X         |     |     |           |     |     | O         |     |     |
| 4. PUBLISH HEADQUARTERS NOTICE STATING APPROVAL RESPONSIBILITIES |           |     |     |           | X   |     |           |     |     |           | O   |     |
| 5. IMPLEMENT APPROVAL MECHANISM FOR DESKTOP PUBLISHING           |           |     |     |           |     |     |           |     |     |           |     | O   |

SECRET

MBO 4

I. ACCOMPLISHMENTS THIS REPORTING PERIOD: P&PG has continued to cross-train production employees in the Production Planning Office functions and on the Flagship Team. The Production Planning Office training has provided excellent cross-training benefits for employees and P&PG management. These benefits include:

- a. Employee awareness of the total production picture which enables employees to perform more effectively in their own disciplines.
- b. A core of trained individuals that can immediately assist in any production element.
- c. A program which permits employees to demonstrate their abilities outside of their career disciplines.
- d. A more accurate evaluation of an employee's suitability for future production or planning vacancies by both management and the employee.

II. PROBLEMS ENCOUNTERED: No problems were encountered this reporting period.

III. PLANS FOR NEXT PERIOD: This MBO can be considered completed. Due to its success and the multiple benefits, P&PG feels that this cross-training should be a continuing program.



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MBO-4

## OFFICE LEVEL

Office: DDA/OL/P&PD  
 Objective Statement: Upgrade Versatility of P&PG Work Force  
 Responsible Officer:   
 Significant Funding Amount: 0  
 Quarter Ending: 30 SEPT 1988

FY 88

X - Actual  
 O - Scheduled

| ACTION PLANNED  | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |      | Quarter 4 |     |     |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|------|-----------|-----|-----|
|   | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN  | JUL       | AUG | SEP |
| 1. REVIEW AREA OF CONCERN FOR POTENTIAL PRODUCTION PROBLEM. |           |     | XO  |           |     |     |           |     |      |           |     |     |
| 2. DEVELOP CROSS TRAINING PLAN BASED ON AREA OF CONCERN.    |           |     |     |           | XO  |     |           |     |      |           |     |     |
| 3. SOLICIT VOLUNTEERS FOR CROSS TRAINING                    |           |     |     |           |     | XO  |           |     |      |           |     |     |
| 4. IMPLEMENT CROSS TRAINING PLAN                            |           |     |     |           |     |     | XO        |     |      |           |     |     |
| 5. UTILIZE VOLUNTEERS TO RELIEVE PRODUCTION PROBLEMS        |           |     |     |           |     |     |           | O-- | ---X |           |     |     |
| 6. EVALUATE PROGRAM   |           |     |     |           |     |     |           |     |      |           |     | OX  |

SECRET

MBO-5

I. ACCOMPLISHMENTS THIS REPORTING PERIOD:

Two programs were written to assist the implementation of barcoding. One automatically formats the data using the software package, TCOM, and the other uploads the captured data stored in the barcode readers into the MIS database. This data is uploaded daily. The barcode label printers, Intermex 8625, were installed throughout Printing and Photography Group. Demonstrations and training, individual as well as group, covered procedures and usage of the hand-held readers and the barcode label printers.

II. PROBLEMS ENCOUNTERED:

The training sessions assisted in overcoming the only problem, the resistance to change.

III. PLANS FOR NEXT PERIOD:

For all practical purposes, this MBO is considered complete. However, a procedure manual concerning usage of the barcode readers and the barcode label is being written and will be made available to the end users in the near future. Inventory and property accountability are being carried over as a new project in FY-89.

MBO-5

SECRET

## OFFICE LEVEL

Office: DDA/OL/P&PG  
 Objective Statement: IMPLEMENT BAR-CODING IN P&PG  
 Responsible Officer:   
 Significant Funding Amount: 0  
 Quarter Ending: 30 SEP 1988

0 - Scheduled  
 X - Actual

25X1

| ACTION PLANNED   | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |      |     | Quarter 4 |     |      |
|--|-----------|-----|-----|-----------|-----|-----|-----------|------|-----|-----------|-----|------|
|  | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY  | JUN | JUL       | AUG | SEP  |
| 1. Program Barcode Reader to accept production information.      |           | 0-- | --X |           |     |     |           |      |     |           |     |      |
| 2. Use Communication Package to upload Barcode Reader Data to PC |           |     | X0  |           |     |     |           |      |     |           |     |      |
| 3. Upload PC file to VM.   |           |     |     | 0--       |     |     | -0--      |      | --X |           |     |      |
| 4. Develop Procedure to load file to MIS.                        |           |     |     |           | 0-- |     |           | -0-- |     | --0--     | --X |      |
| 5. Program Barcode Reader for Physical Inventory                 |           |     |     |           |     |     |           | 0--  |     | -0--      |     | -0-- |
| 6. Program Barcode Reader for Property accountability.           |           |     |     |           |     |     |           |      |     |           |     | 0--  |

SECRET

MBO- 6

I. ACCOMPLISHMENT THIS REPORTING PERIOD:

A number of equipment items that would aid in streamlining Bindery operations were identified. However, during this reporting period, it became apparent that funding constraints would limit the procurement of new equipment to a single new plastic wrapping machine this fiscal year. As a result, the preparation of a study was not continued.

II. PROBLEMS ENCOUNTERED:

The major problems currently limiting greater streamlining of the Bindery operations are restrictions posed by limited funding and severely limited space for additional equipment. Because most automated and in-line equipment requires a large amount of floorspace, the physical size of new equipment poses restrictions in the present facilities.

III. PLANS FOR NEXT PERIOD:

While streamlining of Bindery operations remains an important goal for P&PG, it is recommended that the objective be implemented at a rate consistent with available funding. The possibility of a new print plant at Reston will open the options for new, advanced, in-line binding equipment that can be specifically identified as requirements. As space and finances allow, P&PG will continue to acquire Bindery equipment with an eye to streamlining operations but feels the project should be continued as part of a study defining the requirements for [redacted] and P&PG building as related to Bindery automation for FY-92/93.

STAT

MBO-6

SECRET  
GROUP LEVEL

Office: DDA/OL/P&PG  
Objective Statement: Study various options to streamline Bindery operations  
Responsible Officer:   
Significant Funding Amount: 0  
Quarter Ending: 30 SEP 1988

0 - Scheduled  
X - Actual

25X1

| ACTION PLANNED   | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |     | Quarter 4 |      |     |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|------|-----|
|  | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN | JUL       | AUG  | SEP |
| 1. Investigate various alternatives and enhancements to current bindery operations (ie, webbing, in-line finishing, in-line addressing, etc. |           |     |     |           |     |     | OX        |     |     |           |      |     |
| 2. Examine efficiency of binding workflow and equipment configuration.   |           |     |     |           |     |     |           | 0-- | --X |           |      |     |
| 3. Write study noting recommendations on what should be done to streamline bindery operations.   |           |     |     |           |     |     |           |     | 0-- | ----      | ---- | --X |

SECRET

MBO - 8

I. ACTIVITY THIS PERIOD:

Surveys of the current P&PG photo morgue requirements and commercially available optical disk hardware have been completed. Based on these surveys, no commercial devices currently meet P&PG's "photographic quality" output requirements. This finding eliminates the need to complete the remaining MBO actions. Therefore, this MBO can be considered complete.

II. PLANS FOR NEXT PERIOD:

As previously mentioned, the prime difficulty in completing this MBO is the lack of commercially available hardware to meet output requirements.

III. PLANS FOR NEXT PERIOD:

Although this MBO can be considered complete, the overwhelming benefits to be derived from the implementation of an optical disk system suggest that a follow-on MBO should be implemented to monitor the rapidly evolving technological developments in the commercial sector.

MBO-8

SECRET

## DIVISION LEVEL

Office: DDA/OL/P&PD  
 Objective Statement: Replace current photo morgue with Optical disk technology  
 Responsible Officer:   
 Significant Funding Amount: 0  
 Quarter Ending: 30 SEP 1988

0 - Scheduled  
 X - Actual

25X1

FY 88

| ACTION PLANNED  | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |     | Quarter 4 |     |     |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
|   | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN | JUL       | AUG | SEP |
| 1. Become familiar with current photo morgue operation. |           |     |     | 0--       | --- | --X |           |     |     |           |     |     |
| 2. Establish requirements for photo morgue              |           |     |     |           |     | 0-- |           |     |     | --0       |     |     |
| 3. Prepare proposal.                                    |           |     |     |           |     |     |           |     | 0-- |           |     | --0 |
| 4. Develop system.                                      |           |     |     |           |     |     |           |     |     |           | 0-- |     |
| 5. Implement system.                                    |           |     |     |           |     |     |           |     |     |           |     | 0-- |

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MBO - 10

I. ACTIVITY THIS PERIOD:

A survey of the characteristics of current optical disk technology has been completed. The reproduction quality of the output devices equals the level of quality of current microfilm/fiche reproduction. Based on available industry hardware, it is probable that a system could be developed which could replace portions of the current operations with a more efficient process. However, the optical storage medium is not accepted as archival quality by the National Archive Records Association (NARA), or the National Archives. At least 90 percent of all P&PG microfilm operations require an archival copy. Therefore, since archival and non-archival production is done concurrently in P&PG, only 10 percent of current production would be affected by the implementation of optical storage. Also, implementation of an optical system into the existing P&PG operation is not feasible at this time because P&PG receives text electronically and images via hardcopy. There is no commercially available system which can combine these inputs in a microfilm/microfiche format faster or more efficiently than P&PG's current system.

II. PROBLEMS ENCOUNTERED:

The completion of this MBO was slowed by a shortage of manpower; the responsible officer was reassigned.

III. PLANS FOR NEXT PERIOD:

The Agency Micrographics Officer (AMO) predicts that optical storage will become archival quality in the near future. Therefore, based upon the above mentioned probability of developing an efficient cost effective replacement system, it is recommended that this technology be watched to remain abreast of its continuing development.



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MBO-10

## DIVISION LEVEL

Office: DDA/OL/P&PD  
 Objective Statement: Study feasibility of replacing microfilm/fiche with optical disk.  
 Responsible Officer:   
 Significant Funding Amount: \$50,000.00 FY 88  
 Quarter Ending: 30 SEPT 1988

0 - Scheduled  
 X - Actual

25X1

| ACTION PLANNED  | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |     | Quarter 4 |     |     |
|---|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
|   | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN | JUL       | AUG | SEP |
| 1. Become familiar with optical disk characteristics. |           |     | OX  |           |     |     |           |     |     |           |     |     |
| 2. Validate requirements for archive copies.          |           |     |     | 0         |     |     |           |     | 0   | 0         |     |     |
| 3. Contact specific customers to implement test bed.  |           |     |     |           |     | OX  |           |     |     |           |     |     |
| 4. Produce final report with recommendation.          |           |     |     |           |     |     | 0         |     |     |           |     | 0   |

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MBO-11

I. ACCOMPLISHMENTS THIS PERIOD: No activity has been accomplished during the final quarter due to a shortage of or the non-availability of resources to perform the remaining planned actions. The third quarter report remains valid, specifically, the need for a re-validation of the existing 20 year old FIP system. P&PG has surveyed numerous commercial systems which can automate microfilm/microfiche. However, implementation of an optical system into the existing P&PG operation is not feasible at this time. Currently, P&PG receives text electronically and images via hardcopy. There is no commercially available system which can combine these inputs in a microfilm/microfiche format faster or more efficiently than P&PG's current system. Also, the optical storage medium is not considered archival quality by the National Archive Records Association (NARA) or the National Archives. At least 90 percent of all P&PG microfilm operations require an archival copy. Therefore, only 10 percent of current production would be affected by the implementation of optical storage.

II. PROBLEMS ENCOUNTERED: A major problem was a lack of resources available to perform planned actions following the reassignment of the responsible officer.

III. PLANS FOR NEXT QUARTER: Although this MBO can be considered complete, optical technology does offer significant potential for enormous savings in time, manpower and materials while offering enhanced access to Agency customers. But, this potential must wait until P&PG can receive both text and images via electronic dissemination and optical storage is recognized as an official archival media. Therefore, it is recommended that P&PG continue to monitor this technology to take advantage of its potential when conditions permit.

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MBO-11

## DIVISION LEVEL

Office: DDA/OL/P&PD  
 Objective Statement: Study feasibility of automating microfilm/fiche for FIP  
 Responsible Officer:   
 Significant Funding Amount: 0  
 Quarter Ending: 30 SEPT 1988

0 - Scheduled  
 X - Actual

FY 88

| ACTION PLANNED                                 | Quarter 1 |     |     | Quarter 2 |     |     | Quarter 3 |     |     | Quarter 4 |     |     |
|--|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
|  | OCT       | NOV | DEC | JAN       | FEB | MAR | APR       | MAY | JUN | JUL       | AUG | SEP |
| 1. Verify requirements for FIP.                |           |     | 0-- |           |     |     |           |     |     |           | --0 |     |
| 2. Study current production methods.           |           |     |     |           | 0-- |     |           |     | --0 |           |     |     |
| 3. Identify any additional equipment required. |           |     |     |           |     | 0-- |           |     |     |           |     | --0 |
| 4. Prepare proposal to automate production.    |           |     |     |           |     |     |           | 0-- |     |           |     | --0 |
| 5. Implement system.                           |           |     |     |           |     |     |           |     |     |           |     | 0   |

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